



Staff Appraisal

Name of Employee
Date of Appraisal: ____/____/____ After Probation After one Year

Appraisee Comments (Employee): Excellent= 10, 9=Good , 8= Average, 5= Poor

1. Please note here any specific matters that you would like to discuss during your appraisal meeting.				
2. How well do you think you have coped with your duties and work-load during the past year?	10	9	8	5
3. How well do you think you have managed to follow site Assignment Instructions?	10	9	8	5
4. How well do you use your own initiative and manage your time?	10	9	8	5
5. How well do you feel you have managed to adapt to any changes in your role and the Company as a whole?	10	9	8	5
6. How well do you feel you are able to carry out your duties with the minimum of supervision?	10	9	8	5
7. How well do you think you have worked with other colleagues, customers and customer's staff?	10	9	8	5
8. How do you feel about your attendance record during the past year?	10	9	8	5
9. How well do you think your overall work performance meets the standards required by the Company?	10	9	8	5
10. What do you like most about your job and why?				
11. Is there anything that stops you doing your job to a 8 standard? How could this be helped?				
12. What duties and tasks would you like to undertake during the coming year?				
13. Please detail any work related training or development needs or activities that you would be interested in undertaking during the year ahead.				



Appraiser's Comments (Manager):

Specific items discussed (raised at the request of either the appraisee or appraiser)				
1. How well has the appraisee coped with their duties and workload during the past year?	10	9	8	5
2. How well does the appraisee follow the site Assignment Instructions?	10	9	8	5
3. How well is the appraisee able to use and act on their own initiative and manage their time productively?	10	9	8	5
4. How well has the appraisee managed to adapt to any changes in their role and the Company as a whole?	10	9	8	5
5. How effectively is the appraisee able to carry out his/her duties with the minimum of supervision?	10	9	8	5
6. Has the appraisee worked well with other colleagues, customers and customers staff?	10	9	8	5
7. Is the appraisee's attendance record during the past year acceptable?	10	9	8	5
8. How well does the appraisee's overall work performance meet the standards required by the Company?	10	9	8	5
9. This section should identify strengths/weaknesses in the main areas of activity and include evidence to support observations.				
10. This section should identify factors which prevented or hindered the appraisee's performance or ability to carry out their duties.				

Action Plan

Agreed duties and tasks for the year ahead	
Training and development needs identified for the year ahead	

Appraiser Name: _____	Appraisee Name: _____
Date: _____	Date: _____
Signature: _____	Signature: _____